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PART--I-- Orders and Notifications by the Government of Tripura, The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA
HOME DEPARTMENT

No.F.56(9)-PD/25/34 Dated, Agartala, the 3rd January, 2026.

NOTIFICATION

In exercise of the powers conferred by the provisio to Article 309 of the Constitution, the Governor hereby makes the following rules regulating the method of recruitment to the post of "Head Clerk" in the Directorate of Prosecution under Home Department, Government of Tripura, namely:-

1. **Short title & commencement**: -

(i) These rules may be called the **"Head Clerk of the Directorate of Prosecution**, under Home Department, Government of Tripura Recruitment Rules, 2025".

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. The name of the post shall be as specified in Column-1 of the Schedule enclosed.

3. **Number, Classification and scale of pay**:
The number of the said post, its classification and the scale of pay attached thereto shall be as specified in Rows 2 to 4 of the said Schedule enclosed at Annexure-I.

4. **Method of recruitment, age limit, qualification etc:**
The method of recruitment to the said post, age limit, educational qualifications and other matters relating to the said post shall be as specified in Rows 5 to 13 of the said schedule.

5. **Disqualification :-** No person-

(a) who has entered into or contracted a marriage with a person having spouse living:

OR

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post;

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax:-**

Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Savings**:-

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.

8. This Notification is issued as per provisions of the G.O No.04 dated 07.11.2020, Notification vide No.F.20(3)-GA(P&T)/19 dated 03.02.2021 issued by the Government in the GA(P&T) Department.

By order and in the name of the Governor,

31/01/26
(S.Debbarma)
Under Secretary to the
Government of Tripura

Recruitment Rules for the post of **Head Clerk** of the Directorate of Prosecution under the Home Department, Government of Tripura

S C H E D U L E

<table>
<tr><td>1.</td><td>Name of the post(s):</td><td>Head Clerk</td></tr>
<tr><td>2.</td><td>Number of post(s):</td><td>8(eight) nos. plus additional post(s) as and when created.</td></tr>
<tr><td>3.</td><td>Classification:</td><td>Group-C (Non-Gazetted).</td></tr>
<tr><td>4.</td><td>Scale of pay:</td><td><table><tr><td>Pre-revised Scale of pay</td><td>Corresponding revised scale of Pay</td></tr><tr><td>PB-2, Pay Band Scale Rs.5700-24000/- Grade-Pay-Rs.4200/-</td><td>Cell-1 of Level-10 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services (Revised Pay) (First amendment Rules,2018.</td></tr></table>Subject to revision by the Government from time to time.</td></tr>
<tr><td>5.</td><td>Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods:</td><td>(i) 100% By Promotion failing which by transfer on deputation and failing both by Direct Recruitment.
(ii) (a) For direct recruitment, selection will be through competitive examinations (Written and Interview followed by Type Test on Computer) to be conducted by the recruitment board constituted by the concerned Department.
(b) Written Examination-85% and Interview-15% of the total marks
(c) Syllabus: - Enclosed at Annexure-A. (and as revised by the Government from time to time)</td></tr>
<tr><td>6.</td><td>Age limit for direct recruitment:</td><td>18 to 40 years, Upper age limit is relaxable by 5 years in case of ST/SC/PWDs(PH)/Government servant candidates.</td></tr>
<tr><td>7.</td><td>(i)Educational and other Qualification required for direct recruitment:</td><td>Essential:-
(i) Graduate Degree from any recognized University.
(ii) Having knowledge of operating Computer and proficiency in typing on computer with Keyboard with an accurate speed of minimum 30(thirty) words in English per minute alongwith basic Computer Knowledge.
(iii) For selection of Bengali Typist minimum speed should be 25 (twenty-five) words in Bengali per minute on Computer with Key-board, alongwith basic Computer Knowledge.
b) Permanent Resident of Tripura Certificate (PRTC) would be required while applying for jobs to this post.</td></tr>
</table>

		Note:- (a) Prescribed type-test should be conducted on Computer with Key Board and not in manual type writer machine. (b) Type Test on computer shall be qualifying in nature and it carries no marks. All categories candidates shall be recruited even if they do not initially qualify in the Type Test on computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment. (c) Exemption for Persons with Disabilities. Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type Test. **Desirable Qualification:-** Having knowledge of Bengali/Kokborok. Note :- (i) The knowledge of Bengali or Kokborok will be assessed in the interview/viva-voce and some marks for interview/viva-voce shall be given for having such knowledge or the Administrative Department may determine the desirable knowledge as qualifying in nature in the written test. (ii) For technical/highly skilled posts, where the availability of local candidate(s) is not certain, the concerned Administrative Department may dispense with the above desirable qualification.
8.	Whether age and Educational qualification prescribed for the direct recruitment will apply in case of promotion:	Age:- No Qualification:- No.
9.	Whether Selection post or Non-selection post:	For Direct recruitment: Selection (As per Item No.5(ii) above). For Promotion: - Non-selection.

10.	Period of probation, if any:	2(two) years
11.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/transfer/ deputation is to be made.	Promotion from the Upper Division Clerk with at least 5(five) years of service experience. Transfer on deputation from holder of analogous post of other department.
12.	If a DPC exists, what is its composition:	Group-C, DPC.
13.	Circumstances in which TPSC is to be consulted in making recruitment.	Not applicable.
14.	Repeal	Not applicable (This is the first framing of the RRs).

By order and in the name of the Governor

30/01/26

(S.Debbarma)
Under Secretary to the
Government of Tripura

Syllabus for THE WRITTEN EXAMINATION & INTERVIEW for Selection of the candidates to the **Head Clerk** in the Directorate of Prosecution under the Home Department, Government of Tripura.

Subjects	Syllabus	Full Marks	Time
Paper-I English	Report Writing or Essay, Translation into English from Bengali, Summary/ Precis Writing (Descriptive Type/ Conventional Exam.)	**40**	2(two) hours
	Use of appropriate preposition and Articles, Correction of sentences, Common Phrases synonyms & antonyms. (OMR based MCQ Type)	**30**	
Paper-II General Knowledge & Current Affairs	i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (ii) Elementary knowledge of Indian History, Indian Geography and Constitution of India. (OMR based MCQ Type)	**60**	2(two) hours
Paper-III Job oriented	Descriptive and objective questions Manual of Office Procedure, TCS Conduct Rules, Pension & Leave Rules, GPF Rules, Basic Feature of Constitution of India(Assembly & Parliament)	**40**	2(two) hours
Interview	Personal qualities of the candidates e.g, Intellectual ability, Interest in current affairs etc	**30**	

(a) Primary merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for the interview. Number of candidates (category wise) qualified in the written examination shall be called for interview in the following ratio, subject to attaining of minimum qualifying marks in the written examination (35% for UR candidates and 30% for reserved candidates).

Number of candidate(s) to be selected	Number of candidates to be called for interview (Category wise)
01(one)	05(five) candidates. (1:5)
02(two)	08(eight) candidates. (1:4)
03(three) and above	3(three) times the number of vacancies. (1:3)

Note:- Candidate(s) scoring marks equal to that of the last candidate so selected for the interview will also be called for interview.

(b) Final merit list will be prepared by adding the marks obtained in the written examination and interview. In no case a candidate will be called for interview unless he/ she appears in all papers of the Written Examination. If a candidate remains absent in interview or/ and Type Test his/ her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.

28/08/25

(S.Debbarma)
Under Secretary to the
Government of Tripura